

Parks, Recreation & Cultural Services

PR&CS Administration, 1401 Recreation Way, Colorado Springs, CO 80905



Agenda TOPS Working Committee

Wednesday July 6, 2022

9:00 a.m.

1401 Recreation Way

How to call in to the meeting for citizens:

Please dial +1 (720) 617-3426 Conference ID: 981 347 320#

How to comment:

- *For Citizen Discussion concerning items that are not on the agenda please email your comments to PRCS-TOPSWorkingCommittee-SMB@coloradosprings.gov in advance of the meeting.*
- *For Agenda Items - Before the meeting, those who wish to comment should submit their name, telephone number, and the topic or agenda item for comment to PRCS-TOPSWorkingCommittee-SMB@coloradosprings.gov. If you are a participant in Microsoft TEAMS please use the chat function to indicate you would like to comment. If you have joined the meeting via conference call, please listen for your opportunity to comment. You will be called upon to comment using the last four digits of your telephone number. Please limit your comment to three minutes.*

Agenda Preview

Board Chair

Announcements

Staff and Committee

Approval of Minutes

Committee

June 1, 2022

Citizen Discussion

Citizens

Action Items

2023 Capital Improvement Project Recommendations

Britt Haley / Kelly Rajab

Presentation Items

Citizen Discussion

Citizens

Adjournment

Parks, Recreation and Cultural Services 2023 Proposed TOPS Capital Improvement Budget

TOPS Working Committee

July 6, 2022

Britt Haley – TOPS Program Manager

Kelly Rajab - Analyst II, Finance and Budget



TOPS Proposed 2023 CIP Budget

Trails, Open Space and Parks Fund

0.1% Sales Tax

Purpose-To provide a means of acquiring and preserving new open space and providing parks and trails for recreational purposes on any public sites within the city and areas within the immediate vicinity.

Informing the Budget Process



- Park System Plan
- Parks, Recreation & Cultural Services Strategic Plan
- Community Input – needs and desires
- Opportunities to Leverage Funding
- Strategic Timing of Projects
- Urgent Repairs and Renovations
- Funding Requirements and Project Eligibility
- Board and Committee Input
- Mandates and Paybacks

Assumptions based on forecast



- Salary & Benefits forecasted to increase 8.95%
 - 0%-3% salary increases may include:
 - market adjustments
 - performance related increases (if awarded)
 - 5.95%-8.95% benefits may include:
 - PERA (Public Employees Retirement Association)
 - Workers Compensation
 - Life Insurance
 - Dental Insurance
 - Medicare
 - Medical Insurance
- Materials, services and contracts 5% increase for inflation

TOPS Ordinance



Trails, Open Space and Parks (TOPS) revenue is generated from a 0.1% sales and use tax adopted by voters in April 1997, extended by voters in 2003, and set to expire in 2025.

There are 5 categories of spending allowed under the TOPS ordinance (Ord.97-96; Ord. 01-42):

Off the top

- **Administration-** 3% for TOPS administration, planning and management
- **Maintenance-** 6% for stewardship and maintenance of properties acquired with TOPS funds

Of the remaining

- **Open Space-** Minimum 60% for acquisition and stewardship of new open space lands
- **Trails-** Maximum 20% for construction, acquisition and maintenance of new trails
- **Parks-** Maximum 20% for acquisition and construction of new parks AND to acquire, construct, establish and maintain new parks and related facilities and to maintain and renovate all City Parks.

January 2022 Revenue Report



0.1% Trails, Open Space and Parks Tax - TOPS For Filing Period Ended December 31*

<u>Month Paid to City</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>% Over(Under) Previous Year</u>
February	584,616	634,092	681,817	676,078	741,043	9.61%
March	579,301	612,770	616,420	626,138	742,255	18.54%
April	739,987	770,705	814,083	700,611	997,375	42.36%
May	652,840	671,799	727,369	569,042	898,625	57.92%
June	697,700	743,604	732,903	708,683	918,895	29.66%
July	812,146	848,239	875,596	878,140	1,127,282	28.37%
August	694,216	750,952	803,205	824,140	1,008,377	22.36%
September	697,827	800,867	788,458	803,665	979,345	21.86%
October	798,242	833,452	841,777	922,298	1,076,829	16.75%
November	686,929	762,126	767,044	828,200	949,006	14.59%
December	676,386	742,788	714,708	773,509	914,992	18.29%
January	889,156	890,745	912,037	1,003,989	1,204,193	19.94%
Total (Year-to-Date)	8,509,345	9,062,141	9,275,416	9,314,492	11,558,217	24.09%
Refunds (Year-to-Date)	25,691	21,651	18,783	46,735	39,110	
Net Revenue (Year-to-Date)	8,483,654	9,040,490	9,256,633	9,267,757	11,519,107	

* Filing period is the month the tax monies are collected by the retailer from their customers

TOPS Fund Future Revenue 2023-2025

TOPS projected revenue with forecasted annual increase 2023-2025

					TOTALS (Next 3 Years)
	2023	2024	2025		
Projected Revenue					
Forecasted Annual Increase	\$ 12,060,000	\$ 12,420,000	\$ 12,790,000	\$	37,270,000
Administration allowable (3%)	\$ 361,800	\$ 372,600	\$ 383,700	\$	1,118,100
Maintenance allowable (6%)	\$ 723,600	\$ 745,200	\$ 767,400	\$	2,236,200
Adjusted category revenue	\$ 10,974,600	\$ 11,302,200	\$ 11,638,900	\$	33,915,700
Trails allowable (20% Max)	\$ 2,194,920	\$ 2,260,440	\$ 2,327,780	\$	6,783,140
Parks allowable (20% Max)	\$ 2,194,920	\$ 2,260,440	\$ 2,327,780	\$	6,783,140
Open Space allowable (60% min)	\$ 6,584,760	\$ 6,781,320	\$ 6,983,340	\$	20,349,420

TOPS Fund Summary

2021 Estimated Fund Balance

Total Revenue-Life of Tax
(Through December 2021) 169,702,393

Category	Life of Tax 1997-2021		Through 12-2021		Estimated Available Fund Balance by Category Through December 2021
	Total Expenditures-Life of Tax	Percent Spent-Life of Tax	Total Encumbrances	Remaining Budget	
Administration-3%	4,502,111	2.65%	12,682	4,200	280,433
Maintenance-6%	8,991,205	5.30%	-	127,136	460,738
Trails-20% max	24,148,078	15.48%	137,387	6,656,210	258,670
Parks-20% max	29,099,805	18.65%	878,338	1,141,837	79,964
Open Space-60% min	87,664,674	56.20%	133,917	1,668,535	4,132,709
	154,405,873	90.99%			

Figures are preliminary and unaudited.

Fisher's Cyn purchase in March 2022 = \$2,819,000

Preliminary 2023 Revenue



Trails, Open Space and Parks

\$ 12,060,000

2023 TOPS Revenue by Category

TOPS Administration - 3%	\$	361,800
TOPS Maintenance - 6%	\$	723,600
TOPS Trails Category - 20% max	\$	2,194,920
TOPS Parks Category - 20% max	\$	2,194,920
TOPS Open Space Category - 60% min	\$	6,584,760

Revenue subject to adjustment in forecast by Budget Office

Proposed Administration Budget for 2023

TOPS Administration – 3%	
Administration Available Revenue	\$ 361,800
Draw from Fund Balance	\$ 39,634
Total Proposed 2023 TOPS Administration Budget	\$ 401,434

TOPS Administration Salaries & Benefits v Operating

	Budget	% of total
Salaries & Benefits	350,231	87%
Operating	51,203	13%
Total	401,434	100%

TOPS Maintenance



Proposed Maintenance Budget for 2023

TOPS Maintenance – 6%	
Maintenance Available Revenue	\$ 723,600
Draw from Fund Balance	\$ 57,258
Total Proposed 2023 TOPS Maintenance Budget	\$ 780,858

TOPS Maintenance Salaries & Benefits v Operating

	Budget	% of total
Salaries & Benefits	580,781	74%
Operating	200,078	26%
Total	780,858	100%

TOPS Trails Category



2023 Trails (20% Max) Total Available = \$2,194,920

Max Fund draw \$250,000

Max Available = \$2,444,920

2023 Total Proposed Trails Category = \$2,300,000

Proposed Trails Category CIP Project List	
Chamberlain Trail	\$ 250,000
Greenways @ Sand Creek Park Bridge	\$ 250,000
Legacy Loop-South Railroad Bridge Replacement	\$ 1,800,000
Total Proposed 2023 Trails CIP Projects	\$ 2,300,000

TOPS Trails Capital Improvement only

	Budget	% of total
CIP	2,300,000	100%
Total	2,300,000	100%



Chamberlain Trail

- New trail acquisition, design and construction

2023 Proposed TOPS Trails
\$250,000



Bridge at Greenways at Sand Creek Park

- Bridge to connect Sand Creek Trail to new park

2023 Proposed TOPS Trails
\$250,000

Legacy Loop- South Railroad Bridge Connection

- Grant match for Public Works/PRCS project
- Total contribution \$5.5 Million over 3 years

**2023 Proposed TOPS Trails
\$1,800,000**



LEGACY LOOP

TOPS Parks Category



2023 Parks (20% Max) Total Available = \$ 2,194,920

Max Fund Draw \$79,000

Max Available = \$2,273,920

2023 Total Proposed Parks Category = \$2,224,581

Parks Operating	
2023 Parks Operating Budget	\$ 1,424,581
Total Parks Operating	\$ 1,424,581
Parks CIP Projects	
Boulder Park Landscaping	\$ 30,000
Grey Hawk Park Planning	\$ 200,000
Memorial Park Irrigation-West Prospect Lake	\$ 200,000
Oak Meadows Park Playground Replacement	\$ 200,000
Total Parks CIP Projects	\$ 800,000

TOPS Parks Category



TOPS Parks Proposed 2023 Budget **\$2,224,581**

TOPS Parks Salaries & Benefits v Operating v CIP

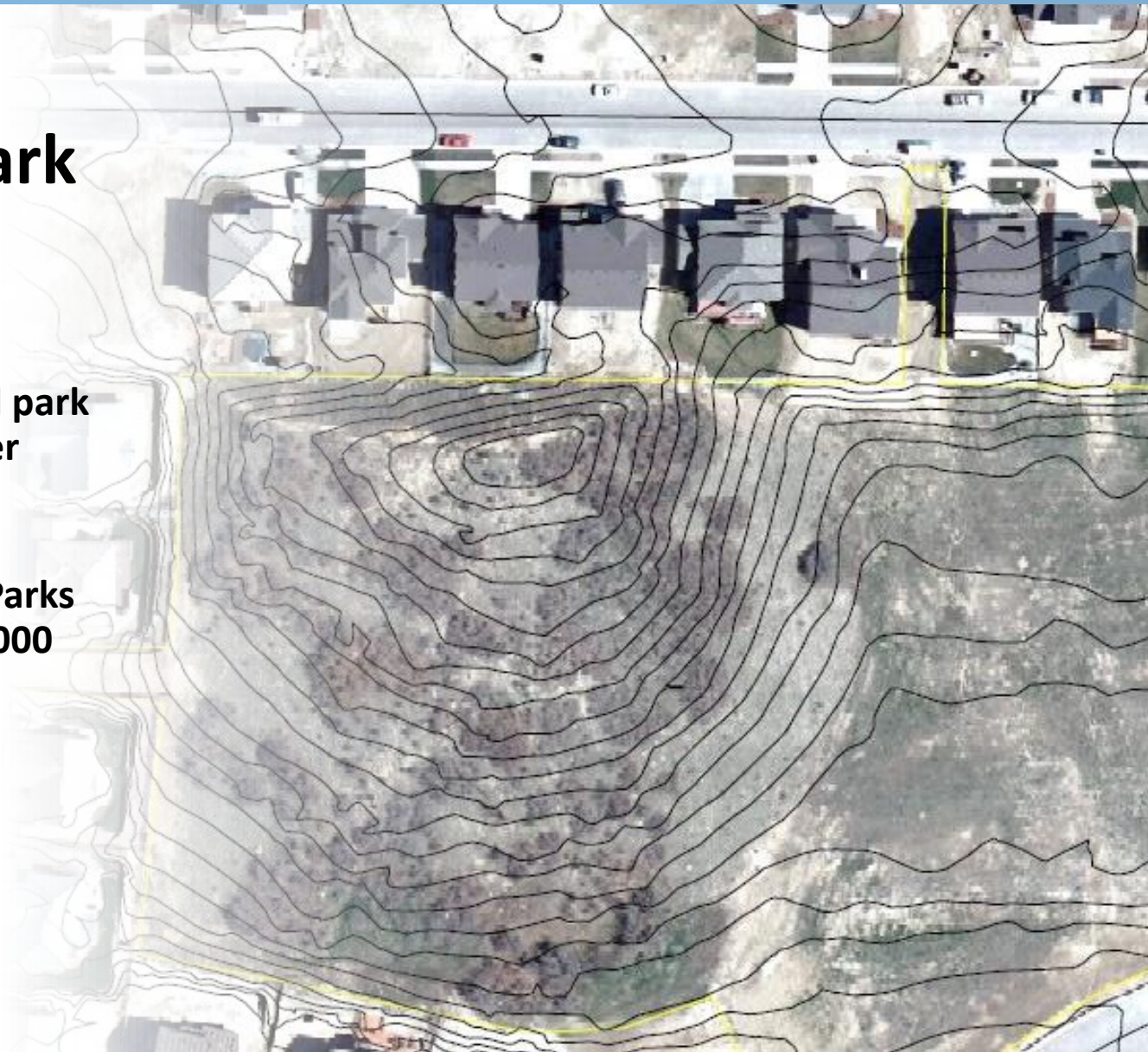
	Budget	% of total
Salaries & Benefits	119,630	5%
Operating	1,304,951	59%
Capital	800,000	36%
Total	2,224,581	100%

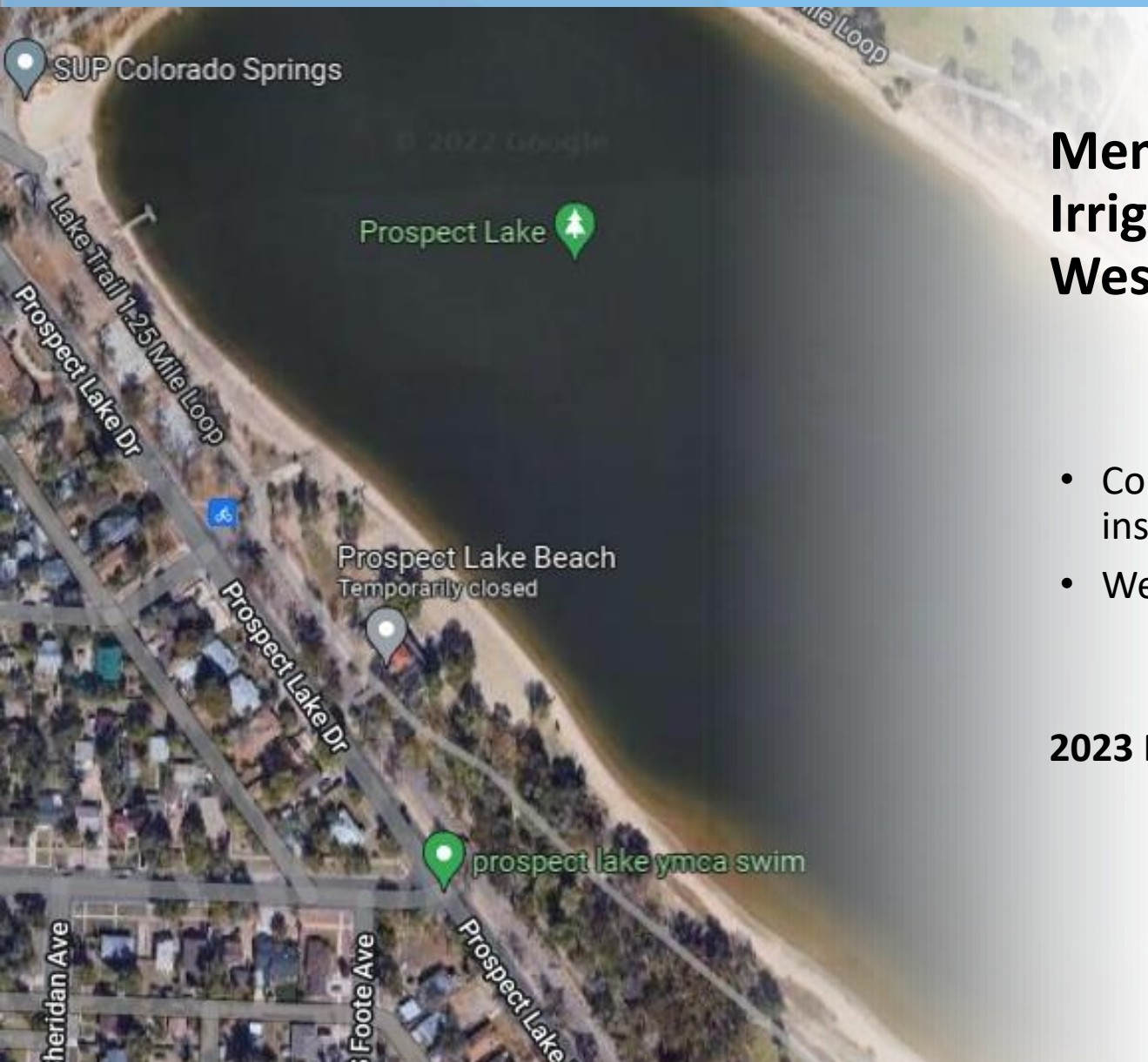
Boulder Park Landscaping

- Plantings in new beds around new sport court.
- Forestry will contribute 5 trees.
- **2023 Proposed TOPS Parks
\$ 30,000**

Grey Hawk Park Planning

- 4.5-acre undeveloped park in North Gate/Voyager area
- 2023 Proposed TOPS Parks
\$ 200,000





Memorial Park Irrigation- West Prospect Lake

- Complete irrigation installation
- West side of Prospect Lake

**2023 Proposed TOPS Parks
\$ 200,000**

Oak Meadow Park- Playground replacement

- Align with renovation at CSFD Station 16
- Leverage ADA funds for accessibility improvements
- Two playgrounds over 20 years old
- **2023 Proposed TOPS Parks
\$ 200,000**



TOPS Open Space Category



2023 Open Space (60% Min) Total Available = \$6,584,760

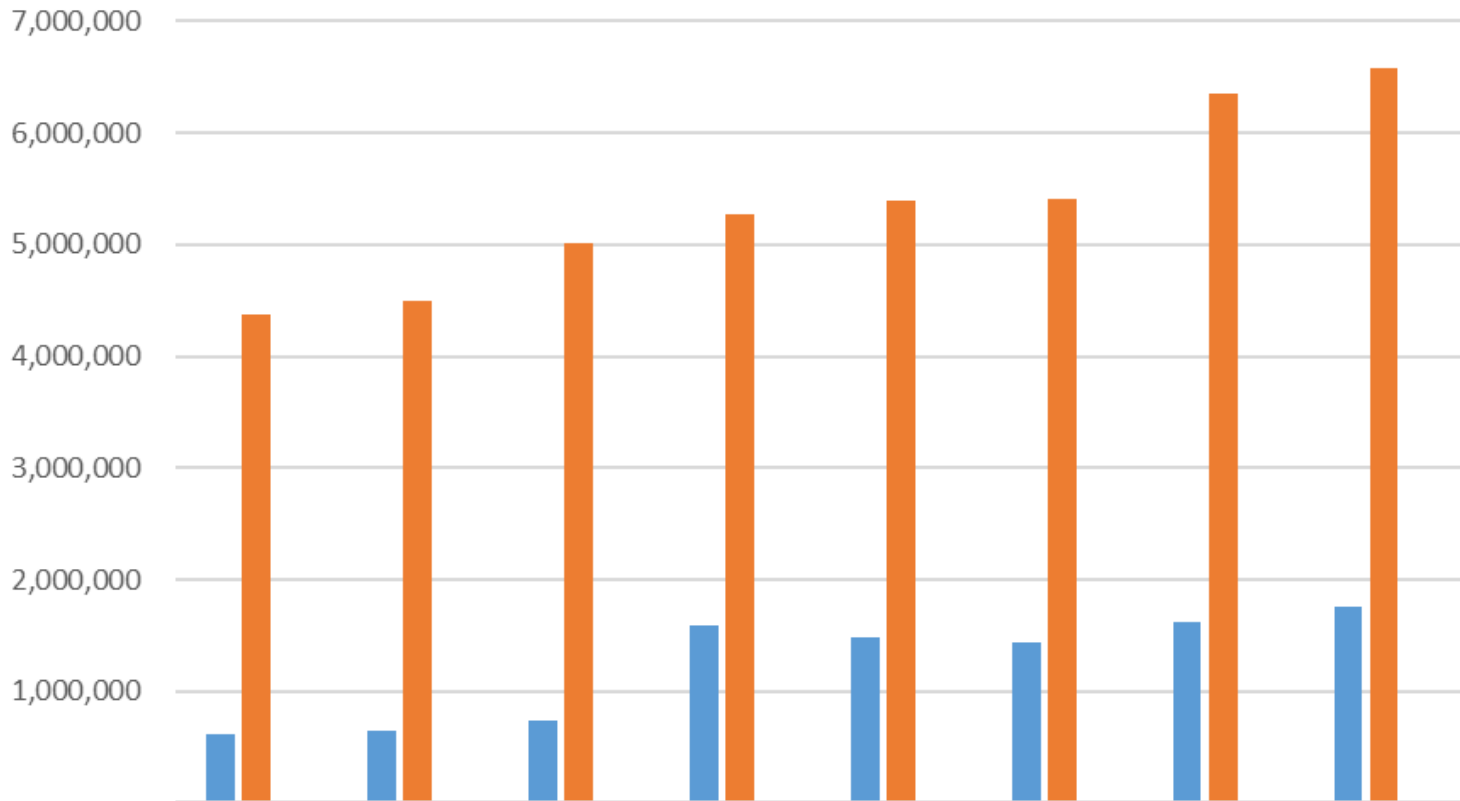
2023 Proposed Open Space Category Stewardship = \$ 1,754,606

Open Space Stewardship-Operating	
Education	\$ 147,264
Rangers	\$ 782,281
Land Management	\$ 401,119
Resource Management	\$ 423,942
Total Open Space Stewardship	\$ 1,754,606

Stewardship Funding History



Total Stewardship Budget by Year



	2016	2017	2018	2019	2020	2021	2022	2023
Budget-Stewardship	619,000	649,000	738,900	1,595,617	1,480,455	1,437,029	1,626,309	1,754,606
Revenue-Open Space	4,372,368	4,501,940	5,005,728	5,268,354	5,396,664	5,407,082	6,346,977	6,584,760
Budget % of Revenue	14%	14%	15%	30%	27%	27%	26%	27%

Stewardship Program Education

- Emphasis on telling the story and having a presence
- Cultural resources staff – professional expertise
- Higher education institutions research/recruitment
- Friends groups- partner on interpretive walks
- Interpretive programming in open spaces
- Curriculum-based elementary school and library outreach
- Interpretive signage/technology
- Leave No Trace (LNT) training





Stewardship Program Rangers

- Emphasis on having a presence at our open spaces for safety, public awareness and soft enforcement.
- Support for volunteer projects
- Park presence and regular visitor contacts 7 days/week
- Safety network
- Law enforcement – weekends/off duty CSPD with focus on problem areas/issues
- 7 full-time rangers
- Seasonal staff



Stewardship Program Land Management

- Provide improved maintenance of our existing open space improvements
- Coordinate trail work contracts and volunteers
- Pick up trash
- Maintain and repair trails
- Maintain parking lots/trailheads
- Clean culverts and drainage
- Increase restroom cleaning frequency and number of units
- Trail project specialist
- Seasonal trail technicians

Stewardship Program Resource Management

- Improve and protect natural resource values on TOPS Open Space properties
- Invasive species control
- Native vegetation restoration
- Non-designated trail closure
- Wildlife habitat enhancements
- Fencing installation or removal
- Data collection
- Seasonal crews
- Forest management



TOPS Open Space Category



2023 Open Space (60% Min) Total Available = \$6,584,760

2023 Proposed Stewardship Budget = \$1,754,606

2023 Proposed Open Space Category CIP Projects = \$ 800,000

Total 2023 Proposed Open Space Category Budget = \$2,554,606

Open Space CIP Projects	
Black Canyon Open Space Snyder Quarry Reclamation	\$ 450,000
Fisher Canyon Open Space Planning and Implementation	\$ 250,000
Corral Bluffs Open Space Cultural Study	\$ 100,000
Total Open Space Projects	\$ 800,000

2023 Balance available for Open Space purchases = \$4,030,154

TOPS Open Space Category



TOPS Open Space Proposed 2023 Budget \$2,554,606

TOPS Open Space Salaries & Benefits v Operating v CIP

	Budget	% of total
Salaries & Benefits	1,295,847	51%
Operating	458,759	18%
CIP	800,000	31%
<hr/>		
Total	2,554,606	100%

2023 Balance available for Open Space purchases = \$4,030,154

Black Canyon Open Space Snyder Quarry Reclamation

Commence reclamation of quarry in
recently acquired Black Canyon Open Space

2023 Proposed TOPS Open Space

\$ 450,000.00

Fisher Canyon Open Space Planning and Implementation

Planning and implementation for Fisher Canyon Open Space

2023 Proposed TOPS Open Space

\$ 250,000.00

Corral Bluffs Cultural Resources Study

Begin conducting survey and study of archeological resources in Corral Bluffs Open Space

2023 Proposed TOPS Open Space

\$ 100,000.00

TOPS 2022 Fund Balance Estimate



TOPS Estimated 2021 EOY Fund Balance	\$15,298,125*
Add: 2022 Estimated Revenue	\$11,624,500
Less: 2021 Project and PO rollover	(\$10,465,592)
Less: 2022 Budgeted Expenditures	(\$6,702,768)
Less: 2022 Supplementals	(\$2,819,000)
2022 Estimated Total EOY Fund Balance	\$6,935,265
Hold 10% Reserve	<u>(\$ 1,162,450)</u>
2022 Estimated Available Fund Balance	\$5,772,815

*2021 Annual Comprehensive Financial Report (ACFR)

Future 2022 Supplemental

Blodgett/Pikeview Open Space Planning and Implementation

Planning and implementation for
Blodgett/Pikeview Open Space

Future 2022 TOPS Open Space Supplemental

\$ 275,000.00



Questions?

COLORADO SPRINGS PARKS AND RECREATION DEPARTMENT

TOPS Working Committee

Date: July 6, 2022

Item Name: 2023 Trails, Open Space and Parks (TOPS) Capital Improvement Budget

Summary:

Parks, Recreation and Cultural Services Department staff requests recommendation of the proposed 2023 TOPS Capital Improvement Program (CIP) budget. The budget has been developed based upon the 2014 Parks System Master Plan, a needs assessment, community input, and Parks, Recreation and Cultural Services Advisory Board and TOPS Working Committee discussion. The TOPS Working Committee's recommendation will be carried forward to the Parks Board for consideration as part of the 2023 Budget process.

This is an action item for the TOPS Working Committee:

The Parks, Recreation and Cultural Services Advisory Board will consider the TOPS CIP budget at its July 6, 2022, meeting.

Background:

Each year the Parks, Recreation and Cultural Services Department conducts a process to assist in establishing priorities for the annual TOPS CIP budget. As part of the 2023 TOPS CIP budget process, the Parks, Recreation and Cultural Services Department staff has prepared projected estimates on available funding and is seeking public input as part of the TOPS CIP budget process. In accordance with the TOPS Ordinance, the TOPS Working Committee is responsible for recommending priority projects for the expenditure of TOPS funds.

Stakeholder process:

The TOPS Working Committee meetings and Parks, Recreation and Cultural Services Advisory Board meetings provide opportunity for public comment on the TOPS CIP budget.

Alternative:

The TOPS Working Committee can recommend approval, disapproval, or modification of the 2023 TOPS CIP budget as presented.

Recommendation:

Staff requests that the TOPS Working Committee recommend to the Parks, Recreation and Cultural Services Advisory Board this 2023 TOPS CIP budget as presented.

Proposed Motion:

Move to recommend to the Parks, Recreation and Cultural Services Advisory Board this 2023 TOPS CIP budget as presented.